

**New Mexico Public Education Department**

**Professional Licensure Bureau**

**Dossier and OPAL System User Manual for**

**Administrators**

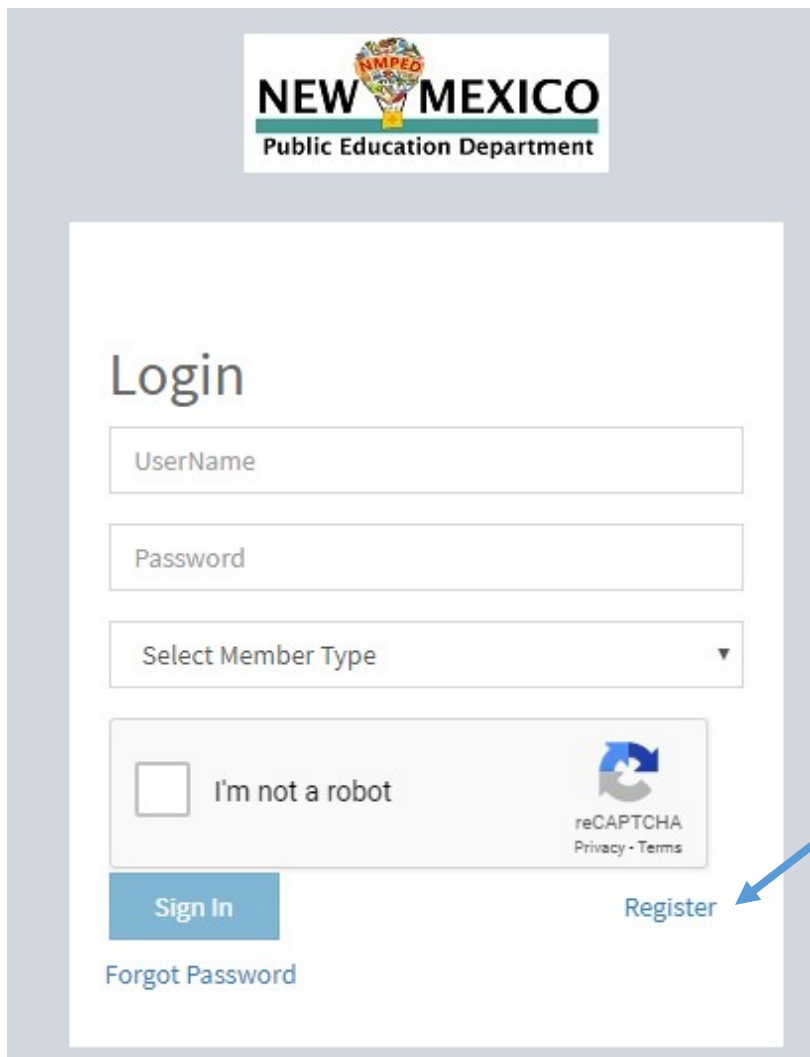
## Introduction:

This document is a step by step guide which will help you create your account for dossier and OPAL reviews.

## Account Registration:

Go to: <https://licensure.ped.state.nm.us/>

Here you will leave all the login information blank and just select **register**.



**NEW MEXICO**  
Public Education Department

### Login

UserName

Password

Select Member Type ▼

I'm not a robot

reCAPTCHA  
Privacy - Terms

[Sign In](#) [Register](#)

[Forgot Password](#)

Next you will register for an account. Please ensure you complete all required fields which are marked with a red asterisks. If you need to look up your NM license number click on this link: [Online License Lookup](#)

Your first and last name must match what is reflected on your most current license.

**NEW MEXICO**  
Public Education Department

### New User Registration

Please enter your information below.

**User Information**

**Title**  
 Ms.  Mrs.  Mr.  Dr.

**First Name \***  **Middle Initial**  **Last Name \***

**Address \***

**City \***  **State \***  **Zip Code \***

**Contact Phone \***  **Personal Email Address \***

Place of employment is your district or state charter.

Primary Affiliation is your school or state charter. You may select any location if you are a district level administrator.

Member type is administrator.

When you enter your place of employment and primary affiliation the address of the district or charter school central office should auto populate, if this doesn't occur please enter the central office address for your district or charter school. This information is key as it helps determine submissions you are able to review.

**Organizational Affiliations**

**Place of Employment \***  **Primary Affiliation \***  **Member Type \***

**District Address \***

**District City \***  **District State \***  **District Zip Code \***

Once you've enter all the information, select I am not a robot and click on register.

Demographic Information


**Date of Birth \***

**Gender \***  Male  Female

**Ethnicity \***

**County \***

**Licensure Number \***

I'm not a robot 

Once you successfully register you will receive notification that your account is pending until approval by PED.

**Registration Successful!** ×

Your registration is successful but approval is pending from PED. Please wait for an approval email before you login.

### Trouble shooting errors:

If you receive an error that your licensure information doesn't exist check the following at the [Online License Lookup](#).

- Name entered matches the name reported on the licensure information
- License number matches
- Birthdate is correct, and entered in the correct format: mm/dd/year

If all of this information is entered correctly and you are still receiving an error message please send a help request to: [Dossier.Support@state.nm.us](mailto:Dossier.Support@state.nm.us)

Include the following information:

- **Subject Line:** Support for **(insert your license number here)**
- Full name
- License number
- Screen shot of error message

You will receive an email that looks like this once your registration is successful:

**From:** NoReplyPED <[Join.us@state.nm.us](mailto:Join.us@state.nm.us)>  
**Date:** [REDACTED] AM MDT  
**To:** <[REDACTED]>  
**Subject:** PED Member Registration

Dear [REDACTED]

Your registration is successful but pending approval from PED. Please wait for another email about approval before login.

Thank You,  
PED

You will receive an email like this once your registration is approved:

**From:** NoReplyPED <[Join.us@state.nm.us](mailto:Join.us@state.nm.us)>  
**Date:** [REDACTED] AM MDT  
**To:** <[REDACTED]>  
**Subject:** PED Member Registration - Status

Dear Matthew,

Your account is approved from PED. You can login into PED successfully.

Thank You,  
PED

Now you will be able to login and review submissions.

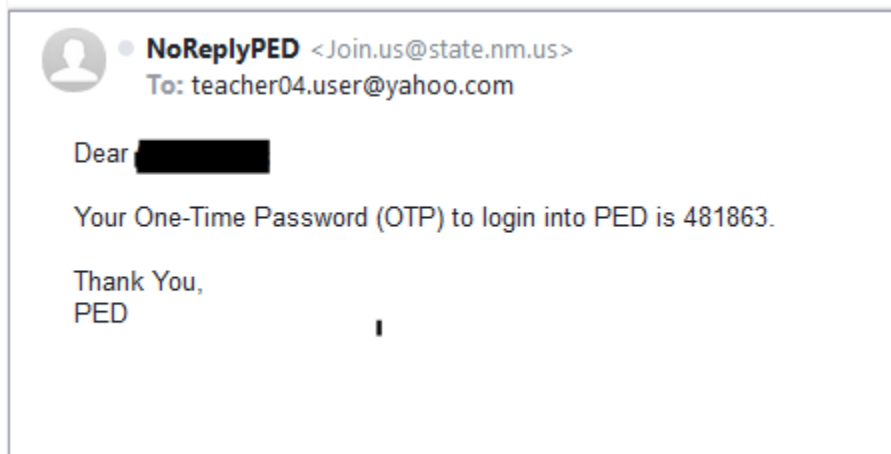
## Login and Review

Return to the login in page <https://licensure.ped.state.nm.us/> and login using your email and password created during registration.

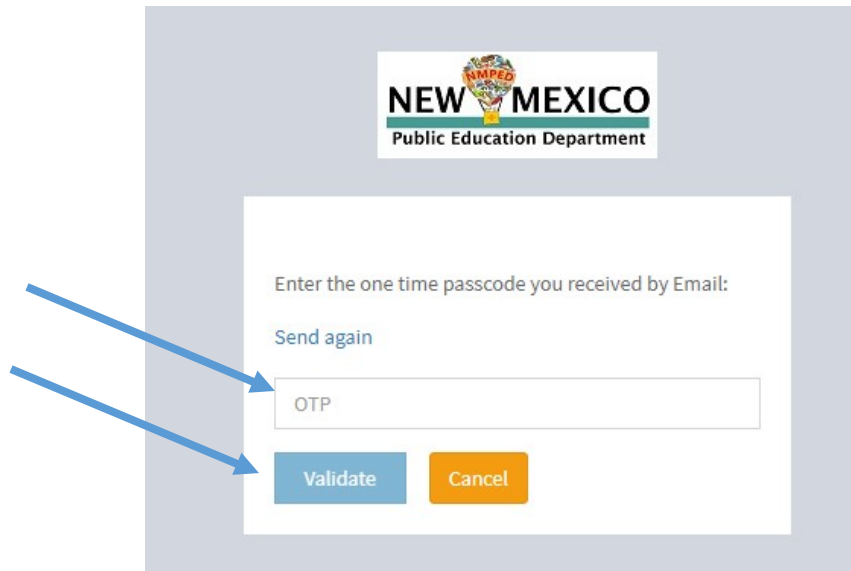
The image shows a screenshot of the login page for the New Mexico Public Education Department. The page features the department's logo at the top, followed by the heading "Login". Below the heading are five input fields: "UserName", "Password", "Select Member Type" (a dropdown menu), a reCAPTCHA "I'm not a robot" checkbox, and a "Sign In" button. There are also links for "Forgot Password", "Register", and "Privacy - Terms". Five numbered callouts (1-5) point to specific elements: 1 points to the "UserName" field, 2 points to the "Password" field, 3 points to the "Select Member Type" dropdown, 4 points to the reCAPTCHA checkbox, and 5 points to the "Sign In" button.

**Member type:** select what you are reviewing three tier licensure for dossier or OPAL for OPAL submission.

As an additional security measure each time you sign in you will be required to enter a one-time passcode (OTP). The OTP will be sent to your registered email.

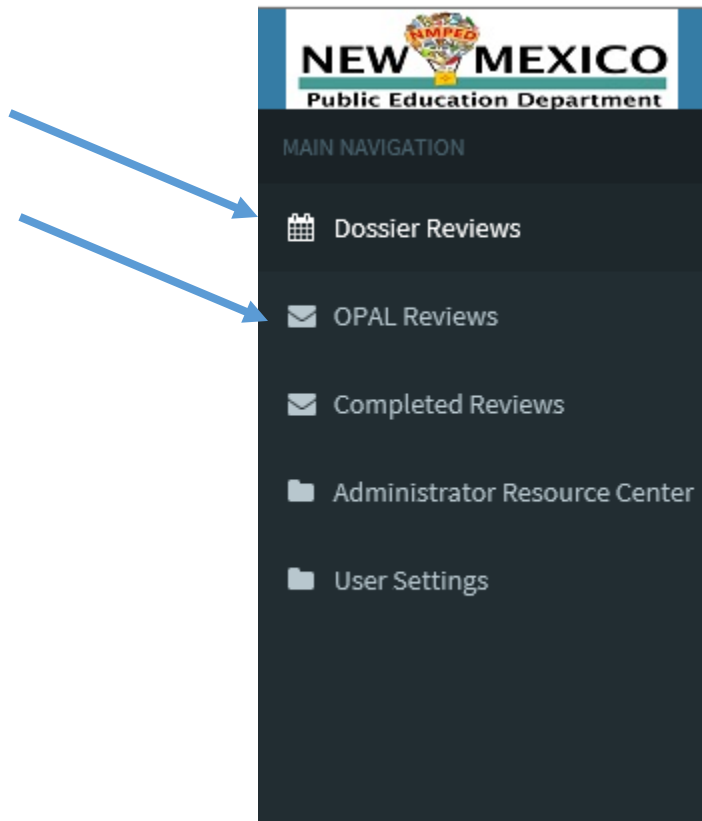


Enter the code and hit validate, this will take you to the reviews page.



The screenshot shows the New Mexico Public Education Department logo at the top. Below the logo, the text reads "Enter the one time passcode you received by Email:". There is a link that says "Send again". Below that is a text input field labeled "OTP". At the bottom of the form are two buttons: "Validate" (blue) and "Cancel" (orange). Two blue arrows point to the "OTP" input field and the "Validate" button.

Once you are logged in you will select from the side menu the type of review to complete:




Once you've selected the type you will see the queue of educators waiting for you to review and approve. Click on the green plus sign to the left of the license number to see the submission.

**Dossier Reviews**

Submissions

Show 10 entries Search:

Licensure Number	District	School Name	Name	Location	Postal Code	Admin Ready	Dossier Ready	Review Status	Endorsement	Level
 [REDACTED]		BERNALILLO HIGH	[REDACTED]	Bernalillo	87507	Yes	Yes	AdminReviewPending		LEVEL TWO

Showing 1 to 1 of 1 entries Previous **1** Next

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Resubmissions

Show 10 entries Search:

Licensure Number	District	School Name	Name	Location	Postal Code	Admin Ready	Dossier Ready	Review Status	Endorsement	Level
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Showing 0 to 0 of 0 entries Previous Next





Here you will see each of the documents the educator uploaded. To review each document you will click on each document name and download to review.

**Dossier Reviews**

Existing Files

The following is a list of files currently in your directory. Click on the file name to download the file. Click on the table header to sort the files:

Show 10 entries Search:

DocumentName	ContentLength (in KB)
 NMTEACH Teacher Observation Rubric Domain 1.pdf	437
 NMTEACH Teacher Observation Rubric Domain 2.pdf	457
 NMTEACH Teacher Observation Rubric Domain 3.pdf	423
 NMTEACH Teacher Observation Rubric Domain 4.pdf	429

Showing 1 to 4 of 4 entries Previous **1** Next



Next you will verify the mentorship requirement for teachers moving from Level 1 to Level 2. If the submission is from Level 2 to Level 3 please select Not Applicable.

### Mentorship

For new-to-the teaching profession teachers moving from level one to level two licensure

The candidate for level two licensure was a beginning teacher, new to the teaching profession after July 1, 2002, and has completed at least a one-year mentorship program required by state statute and regulation.

- Yes  
 No  
 Not Applicable

Then you will confirm the information in Strands D and E:

### Professional Development Dossier Strand "D"

1) The candidate for licensure advancement has completed or will complete within approximately three months of submission of strands A, B, and C of the Professional Development Dossier three full school years of teaching experience at the current level of licensure.

"Full school year" means a minimum of 160 instructional days in a school year or 480 instructional days over multiple school years of full-time or part-time teaching during which the teacher is the teacher of record in at least one class each school year while holding a standard teaching license. Instructional days may include teaching in summer school or similar educational setting.

- Yes  
 No

2) The candidate's Professional Development Dossier is the work of the teacher listed on this specific profile.

- Yes  
 No

### Professional Development Dossier Strand "E"

#### COMPETENCY STATEMENT BASED ON LOCAL ANNUAL EVALUATIONS

- Licensee IS satisfactorily demonstrating the essential teaching competencies for the current level of licensure and is hereby recommended for advancement.
- Licensee IS NOT satisfactorily demonstrating the essential competencies for the current level of licensure and is not recommended for licensure advancement. (If checked, please send this person's latest evaluation, plus evidence of two conferences with licensee held at least 90 days apart to the Public Education Department, Director of Professional Licensure.)

Finally you will hit submit to complete your review of that candidate. This will release the dossier to an external review for the next step in the process.